

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Driver Part -Time
LOCATION: CARTS
HIRING RANGE: \$8.22 without passenger endorsement
\$8.48 with passenger endorsement
JOB TYPE: Part-Time/Permanent/Non-Exempt
POSTING DATE: October 13, 2015
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

DESCRIPTION/QUALIFICATIONS REQUIRED:

Part-time position, hours may vary. High school graduate (or equivalent) or demonstrated ability to follow detailed instructions. Must possess valid North Carolina Driver's License. Must be familiar with the Craven, Jones and Pamlico Counties road system. No conviction for moving violation during previous three (3) years. Demonstrated understanding of special requirements of the very young, elderly and disabled persons. Minimum of five (5) years general driving experience. Must be able to communicate using a mobile radio. **This position is subject to pre-employment, random, post-accident and reasonable suspicion drug and alcohol testing in accordance with Federal Transportation Administration guideline and local C.A.R.T.S. policy.**

ESSENTIAL JOB FUNCTIONS

Operates assigned vehicle as directed by Dispatcher. Transports clients of human services agencies and some public passengers. Maintain record of operations to include; number of passengers transported by each agency, time and mileage for each trip, as well as fuel purchased (accomplished by filling in blanks on appropriate forms). Assumes responsibility for cleaning interior and takes van to garage for maintenance and repair.

ADDITIONAL JOB FUNCTIONS

Must exercise tact and courtesy in dealing with the public and other personnel. Assists passengers in getting in and out of van. Performs related duties as may be required.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Kelly Walker at 252-636-4917.

Craven County is an Equal Opportunity Affirmative Action Employer.

